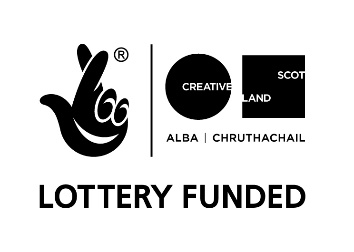
**VISUAL ARTIST & CRAFT MAKER AWARDS:**

**EDINBURGH**

**2020/21 BURSARIES**

**VACMA: EDINBURGH is funded through a partnership between**

**City of Edinburgh Council and Creative Scotland**

**Visual Artist and Craft Maker Awards: Edinburgh**

**in partnership with Creative Scotland**

**#VACMAScotland**

**APPLICATION DETAILS**

Please ensure that you have read the Guidelines carefully before completing the form.

**Name:**

**Address:**

**Postcode:**

**Contact Tel No(s):**

**email:**

**website:**

**Start date:**

**Expected end date:**

|  |  |
| --- | --- |
| **I am applying for** tick one box only | |
| Artist Bursary of £750 |  |
| New Graduate / Emerging Artist Bursary of £500 |  |

|  |  |
| --- | --- |
| **Artform** tick one box only | |
| Visual Art |  |
| Craft |  |

**ABOUT YOU (criteria)**

**Please tell us briefly about your creative practice.**

What does your practice involve and why do you do it? Max 250 words

**What would the bursary support you to do with your creative practice at this time?** Max 500 words

**How will this develop your skills/practice support experimentation and contribute to your future ambitions**?Max 250 words

**Please give an outline and timetable (including dates) of the key stages and any preparation work you have done**.

**Is there any public element to the proposal?** Max 200 words

Please also refer to this in the risk assessment below

**As we are all aware Covid-19 has presented more risks than ever in delivering projects.**

Please give an outline of the risks you have identified in delivering your activity and how you will mitigate them.

**Equality Diversity and Inclusion (EDI):**

We have a commitment to ensuring that our funds reflect and support Equality, Diversity and Inclusion. Please tell us how you consider these areas in your practice. If you are facing any barriers you can tell us about them here too.

**Environment:**

We are committed to operating in an environmentally sustainable manner and will work to ensure that individuals and organisations that we support do the same. Please tell us how you consider this in your practice.

**PREVIOUS APPLICATIONS**

**Have you had a VACMA, or Creative Scotland award before? If so, when?**

*If you have, please tell us how that support helped your practice, and whether this is a continuation of that project.*

*Priority in awards may go to those who have* ***not*** *previously been successful in the scheme. Applications will not be considered from previously successful applicants who have not yet submitted their End of Project Report.*

**PLACE**

**How long you have been resident in the area.**

*If you are not resident, please say why you are applying to this scheme in this area.*

**BUDGET**

**We are trialling a bursary this year and a full budget is not needed.**

**The focus of this fund is creative development and experimentation to support the change this can bring to your practice. We would like to better understand the nature of your contribution and wider value of the awards so please provide the following information:**

|  |  |  |
| --- | --- | --- |
| **Income** | | |
|  | **£** | **Confirmed**  **Cash or in-kind** |
| **Grant request from Award Scheme:**  This should be £750 or £500 |  |  |
| **Own cash contribution:** |  |  |
| **Other sources of income (if applicable):** |  |  |
| **Total Estimated Income for Project** |  |  |

|  |  |
| --- | --- |
| **Number of days you intend to spend on this project:** |  |

**ARTWORK SUBMISSION FORM**

Name:

Image format:

(jpeg on CD, DVD, USB, etc)

Please enter details of the artwork submitted in support of your application. We cannot accept original artwork.

We request that all supporting material is clearly labelled with your name and the title of works.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Images/ Work Title** | **Date** | **Size** | **Medium and Description** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |

Please note we cannot accept responsibility for damage to or loss of material submitted in support of applications, although we will exercise all possible care in handling this material.

We are committed to protecting the rights and privacy of individuals in accordance with the Data Protection Act 2018. We need to process certain information about our staff, customers, and other individuals that we have dealings with for administrative purposes. We will also share the information provided with Creative Scotland as the funding partners to support evaluation, assessment and development. To comply with the Act, information collected about individuals must be used fairly, stored safely and securely and not disclosed to any third party unlawfully. Data Protection Act - The **DPA 2018** sets out the framework for **data protection law** in the UK. It updates and replaces the **Data Protection Act** 1998, and came into effect on 25 May **2018**. It sits alongside the **GDPR**, and tailors how the **GDPR** applies in the UK.

**SUPPORTING INFORMATION – CHECK LIST**

|  |  |
| --- | --- |
| **Please submit a copy of your current artist CV**  This helps us to understand what you have achieved so far in your practice, your training and experience to date. You may also want to submit an artist’s statement. |  |
|  | |
| If you are applying for support for the development of work for an exhibition or for a residency, please provide a letter of support from the gallery / organisation which explains what they will be providing |  |
|  | |
| **Please submit up to 6 high quality images or up to 3 minutes of film/sound files** |  |
|  | |
| **Please complete the Equalities Monitoring form** |  |

**PRIVACY NOTICE**

The Visual Artist & Craft Maker Awards (Edinburgh) application form asks for personal details about you. By signing this form you are granting permission for the City of Edinburgh Council to process any personal data you have provided in order to: (i) process and assess your application; (ii) work with you if your application is successful; (iii) collate information for statistical and audit purposes; (iv) update details we already hold for you.

The City of Edinburgh Council will use the information you have provided on the application form and on any other associated forms, together with other information the Council may obtain about you, (“Personal Data”) to carry out security checks in connection with your application(s); to assess your eligibility for a grant(s) and for administration and management purposes and for statistical analysis. The City of Edinburgh Council may disclose your information to City of Edinburgh Council’s Auditors and other professional advisers for these purposes. It is important you understand that providing false information may be a criminal offence. The information you submit on your application will be used to;

1. Process and assess your application;
2. Work with you if your application is successful;
3. Collate information for statistical and audit purposes;
4. Update details we already hold for you.

**How long will my information be retained for?**

If your application is unsuccessful the City of Edinburgh Council will retain your Personal Data for three years in accordance with legal requirements and for administration purposes. If your application is successful City of Edinburgh Council will retain your Personal Data for seven years in accordance with the Council’s Corporate Records Retention Schedule and for administering, processing and assessing your application.

**Third Parties we work in association with.**

We have a contractual agreement with Creative Scotland to provide Visual Artist & Craft Maker grants. In some cases, Creative Scotland will be acting as a data controller of your information and therefore we advise you to read their Privacy Notice. If you wish to view these, you should use the contact details below to make your request.

Creative Scotland: [**enquiries@creativescotland.com**](mailto:enquiries@creativescotland.com)

The personal data received from all applicants will be shared with Creative Scotland to create and produce reports for Creative Scotland to fulfil its responsibilities to the National Lottery and the Scottish Government. Creative Scotland may also use your data to publicise the grants awarded through the media or other means.

Your personal data will also be used and shared for evaluating your application by the Assessment Panel which may include artists and arts practitioners including representatives from City of Edinburgh Council and Creative Scotland and if successful, for the purpose of awarding and paying a grant to you. The information shared will be the personal and proposed project information on your application form.

You can view the City of Edinburgh Council’s Privacy Notice by visiting[**www.edinburgh.gov.uk/privacy**](http://www.edinburgh.gov.uk/privacy)

**APPLICATION SUBMISSIONS**

Completed applications and supporting material to be sent to

**Jo Navarro, Cultural Development Officer**

**Direct Tel: 0131 529 6716**

**Email:**[**jo.navarro@edinburgh.gov.uk**](mailto:jo.navarro@edinburgh.gov.uk)

**DECLARATION**

I (print full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby apply for financial assistance towards the cost of undertaking the project described in this application. To the best of my knowledge and belief, the information given is correct.

Signature:

Date: